

Municipal Court Career Opportunity

MUNICIPALITY:	TOWNSHIP OF MARLBORO
VICINAGE:	MONMOUTH
POSITION TITLE:	MUNICIPAL COURT ADMINISTRATOR (FULL TIME)
POSTING DATE:	MARCH 28, 2018
DEADLINE DATE:	APRIL 18, 2018
SALARY RANGE:	\$65,000.00 - \$85,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Marlboro is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge. Candidates must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, MACS, Reports on Demand and PageCenter systems.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance, facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports, drafting correspondence, complying with the New Jersey Rules of Court, Supreme Court Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter, resume and salary requirements to:

Jeannine M. Jones, Human Resources
Department of Administration
1979 Township Drive
Marlboro, New Jersey 07746
jjones@marlboro-nj.gov

Fax copy to the attention of John Tonelli, Municipal Division Manager
Monmouth Vicinage - 732-677-4628

MARLBORO TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

NOTE: The above local job posting was submitted to the vicinage by the municipality and is NOT a state job posting.